

7 FAM 1420 REGISTRATION APPLICATION PROCESS

7 FAM 1421 GENERAL RESPONSIBILITIES

7 FAM 1421.1 Scope of Registration

(TL:CON-55; 6-14-93)

a. *When consular officers become aware of persons in their district who have claims to U.S. nationality they should endeavor to inform them of the availability of registration facilities. Consistent with local conditions, registration of citizens should be encouraged by all diplomatic and consular posts. Appropriate public communications media and contacts with individual citizens and American firms should be used as means for encouraging registration.*

b. *In undertaking communications and contacts, posts may wish to refer to the advantages of registration as set forth in § 7 FAM 1411 (b) and (c).*

c. *A Bureau of Consular Affairs brochure, "Tips for Americans Residing Abroad", contains information on registration abroad and is available from CA/PA.*

7 FAM 1421.2 Responsibility of Consular Agents

(TL:CON-55; 6-14-93)

Consular agents are authorized to accept applications for registration, to be forwarded to the supervisory consular office, using the criteria as provided under § 7 FAM 1442.2 .

7 FAM 1422 ELIGIBILITY FOR REGISTRATION

7 FAM 1422.1 Who Can Register

(TL:CON-55; 6-14-93)

a. *Only U.S. citizens or nationals are eligible for registration.*

b. *Do not refuse a person eligible for registration the opportunity to make a claim to U.S. citizenship or nationality a matter of record on the ground that the person may not be eligible to receive the full protection of the United States. For example, a dual national who is subject to the military conscription law of the country to which the dual national owes allegiance, and who is serving in its armed forces pursuant to such law, may be registered upon request.*

7 FAM 1422.2 Evidence of Eligibility

(TL:CON-55; 6-14-93)

Evidence required at registration may consist of:

- (1) *A valid U.S. passport;*
- (2) *Evidence of previous registration by another Foreign Service Post; or*
- (3) *Other evidence of citizenship or nationality sufficient to entitle the applicant to receive a U.S. passport.*

7 FAM 1423 APPLICATION FOR REGISTRATION

7 FAM 1423.1 First Time Applicants

(TL:CON-55; 6-14-93)

a. Persons who have not been previously documented as U.S. citizens must complete application forms and execute them before a consular officer or other officer authorized by law to take an oath [see § 7 FAM 1339.1]. The forms used for this purpose are Form DSP-11, Application for Passport/Registration, and Form OF-178A, Supplemental Application Statement to be Completed as Required by Consul [see Exhibits 7 FAM 1324 Exhibit 1324.1 and 7 FAM 1339 Exhibit 1339.1]. At the consular officer's option, (22 CFR 51.54) the applicant may also be requested to complete Questionnaire: Information for Determination of U.S. Citizenship [see 7 FAM 1217 Exhibit 1217.3e].

b. In most cases, the application for registration is executed at post before a consular officer. When it is impossible for the applicant to travel to post, the application may be executed before a notary public or a host country official authorized to take an oath. When the applicant is located in a remote area where none of the above is possible, the application may be executed before two U.S. citizen witnesses.

c. In all instances, the applicant is responsible for submitting with the application documentary proof of the claimed citizenship and identity.

7 FAM 1423.2 Previously Documented Applicants

(TL:CON-55; 6-14-93)

a. Applicants who are able to provide evidence of having been documented as U.S. citizens by the Department of State or by a U.S. consular officer may register their presence in a consular district by completing a Form OF-240, Passport and Nationality Card. The card serves both as application and registration record when annotated with a description of the evidence of citizenship seen by the consular officer.

b. A sample of the Passport and Nationality Card, Form OF-240, is shown in 7 FAM 1343 Exhibit 1343.3.

c. See § 7 FAM 1392 for Amendment of Passport.

7 FAM 1424 APPLICATION PROCEDURES

7 FAM 1424.1 Execution of Application

(TL:CON-55; 6-14-93)

Consular officers shall comply with the 7 FAM 1330 passport application instructions when executing registration applications.

7 FAM 1424.2 Evidence of Citizenship and Identity

(TL:CON-55; 6-14-93)

An applicant for registration shall submit the same evidence of U.S. citizenship or nationality and of identity as an applicant applying for the issuance of a passport [see §§ 7 FAM 1422.2 , 7 FAM 1333 , and 7 FAM 1334].

7 FAM 1424.2 Photographs

(TL:CON-55; 6-14-93)

a. A person not previously documented as a U.S.citizen must submit two photographs with his registration application. One is used for the application form, Form DSP-11, and one for the Passport and Nationality Card, Form OF-240.

b. A person previously documented as a U.S. citizen requires only one photograph for Form OF-240.

c. All photographs submitted must meet the requirements of U.S. passport photographs as described in 7 FAM 1327 .

7 FAM 1424.3 Automatic Registration

(TL:CON-55; 6-14-93)

a. A U.S. citizen who obtains passport services and who indicates intention to remain in the consular district for longer than 1 month should be registered simultaneously with the provision of the passport service. The person applies for both services on a single Form DSP-11, supplemented, when considered appropriate by the consular officer, by Form OF-178A and/or the citizenship questionnaire [see 7 FAM 1217 Exhibit 1217.3e].

b. The consular officer should ensure that the boxes indicating application for both passport and registration are checked and that all other appropriate entries in the upper right block and on Items 22 and 23 of Form DSP-11 are completed.

7 FAM 1424.4 Clearance of Applicant Names

(TL:CON-55; 6-14-93)

a. Before the registration may be approved, the name of the applicant must be cleared through the Passport Namecheck System, which may be accomplished using one of the following systems, according to the technical capabilities of the post:

(1) The Citizens Services System (CCS) through the Consular Lookout and Support System (CLASS);

(2) The Automated Visa Lookout System (AVLOS); or

(3) Telegram to the Department.

b. Instructions on clearance of passport applications in § 7 FAM 1336 also apply to registration applications.

7 FAM 1425 APPROVAL OF REGISTRATION APPLICATION

7 FAM 1425.1 Approval by Posts

(TL:CON-55; 6-14-93)

Consular offices are authorized to approve upon clearance [see § 7 FAM 1424.4] a registration application in any case where a U.S. passport may be issued without reference to the Department.

7 FAM 1425.2 Applications Referred to Department

(TL:CON-55; 6-14-93)

Any registration application involving circumstances identical to those of a passport application requiring Department approval before action is taken, must be referred telegraphically to the Department (CA/OCS/CSS) [see § 7 FAM 1340].

7 FAM 1425.3 Period of Validity of Registration

(TL:CON-55; 6-14-93)

a. Record the approval of an application for registration by completing all pertinent validity entries in the block on the upper right of Form DSP-11 and preparing Form OF-240 card. Date all entries on Form OF-240.

b. The registration remains valid as follows:

(1) Until the date of expiration of the registrant's passport;

(2) For 5 years if the registrant has no passport, or:

(3) If the registrant will be in the consular district for a specific period of time, for the length of that period, regardless of the expiration date of the registrant's passport.

7 FAM 1425.4 Extension of Registration

(TL:CON-55; 6-14-93)

a. Extend a registration whenever the registrant applies for a new passport. Make a new, dated entry on the reverse of Form OF-240 to reflect the action taken.

b. The registration may also be extended, on the consular officer's initiative, if there is no doubt that the registrant is still a U.S. citizen and has not performed any expatriating acts. Such decision shall be noted and the date of the action recorded on the reverse of Form OF-240.

7 FAM 1425.5 Amending a Registration

(TL:CON-55; 6-14-93)

A registration can also be amended without a new application whenever the consular officer is shown documentary evidence that a change is appropriate. For example, a female registrant who has married may wish her registration amended to her married name. The consular officer may amend Form OF-240 after seeing the marriage certificate. In such cases the consular officer should make a dated entry that the document was seen and returned.

7 FAM 1426 REGISTRATION RECORDS TO BE MAINTAINED

(TL:CON-55; 6-14-93)

a. Posts not yet fully automated for record-keeping should maintain a master card index for purposes of citizenship services and for use in emergency evacuation. It is composed of all passport and nationality cards and lookout notices. These cards may be interfiled into a single master card index file (generally most useful) or maintained in two separate files. Supplementary tickler cards may be kept as necessary on incomplete or pending cases.

b. Purge the card records at least once each year, in accordance with 5 FAM 450 and the Department's Records Management Handbook (RMH), Appendix B. The consular officer may wish to note in pencil the destruction date on the front, upper right hand corner of inactive Form OF-240s.

c. At most posts Form OF-240, Passport and Nationality Card, becomes inactive ten years after the last dated post action was recorded on it. Inactive Form OF-240 cards may be filed separately or maintained in a single master card index file, together with the active Form OF-240s. Form OF-240s are destroyed after they have been inactive for 5 years. Posts with serious citizenship claim fraud problems may, with the Department's permission, retain Form OF-240s and other citizenship files and records longer than prescribed in the Records Management Handbook.

7 FAM 1427 CONFIDENTIALITY OF REGISTRATION RECORDS

(TL:CON-55; 6-14-93)

Information contained in any registration records is covered by both the Freedom of Information and Privacy Acts. Such information may not be divulged to third parties without the express consent of the registrant, except as authorized by law. Information concerning a person under age 18, however, may be released to a parent or legal guardian.

7 FAM 1428 FEES

(TL:CON-55; 6-14-93)

No fee is charged for registration.

7 FAM 1429 DISPOSITION OF APPLICATIONS

(TL:CON-55; 6-14-93)

a. Forward to the Department (CA/PPT/PS/RM) for filing within 30 days completed and approved registration applications on Forms DSP-11, DSP-19, and OF-178A [see § 7 FAM 1423]. Interfile registration forms OF-240 [see § 7 FAM 1426] with other Form OF-240 passport and nationality card records. Submit disapproved applications to the Department (CA/OCS/CCS) with a brief statement of the reason(s) why they were not approved.

b. Keep in a suspense file duplicates of applications referred to the Department (CA/OCS/CCS) for authorization to approve registration and applications held pending receipt of documentary evidence.

c. Considered as abandoned an application kept in suspense for more than 90 days pending receipt of documentary evidence from the applicant. Forward it

to the Department (CA/OCS/CCS), accompanied by a brief statement of the reason(s) why it is considered abandoned.

d. The Passport Services' Records Services Division (PPT/PS/RM) maintains applications for registration and for Cards of Identity and Registration forwarded from post. Authenticated copies of applications are available through the Passport Services' Correspondence Branch (PPT/PS/PC) for a prescribed fee (see Schedule of Fees, Item 10.....).